



2000 Municipal Drive, Neenah, WI 54956-5663

Village Clerk

Phone 920.720.7103 Fax: 920.720.7112

Email Clerk@foxcrossingwi.gov



Police Department

Phone 920.720.7109 Fax 920.720-7119

Email pdrecords@foxcrossingwi.gov

REQUEST FOR PUBLIC RECORDS

Records may be released between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

Fill out this form if you are requesting an inspection or photocopies of village records; either the requester will complete the form or staff receiving the oral request. **Prepayment may be required for any requests expected to exceed \$5.00.**

Date Request Received _____

Requestor Name _____

Requestor Address _____

Telephone Number _____ Email address _____

☐ Check if email is preferred method of return for records.

**** If requesting POLICE records, please fill out information on back of form. ****

Information or Records Requested** (Be specific): _____

Fees:	\$0.25 per 8 1/2 x 11 (black & white) copy, up to 50 copies	\$ _____
	\$0.20 per 8 1/2 x 11 (black & white) copy, over 50 copies	\$ _____
	Copies other than 8 1/2 x 11, 8 1/2 x 14, & color (actual cost)	\$ _____
	\$0.50 per 4 x 6 photo, larger than 4 x 6 photo (actual cost)	\$ _____
	\$25.00 per computer disk or C/D	\$ _____
	\$25.00 for WisVote files, plus \$5.00 per 1,000 voter records	\$ _____
	Postage: 1 st Class, FedEx (actual cost)	\$ _____

Administrative Charges:

Requests for records not readily available shall be assessed a processing fee. Fees shall not be payable until a minimum of \$50.00 has accumulated.

_____ @ \$25.00/hr. (or fraction of) \$ _____

Total \$ _____

Signature of Person Receiving Request: _____

All requests shall be processed as soon as practicable and without delay. Please allow at least 10 days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available to you. Any information given orally or in writing by Village officials may be subject to errors or omission and shall not be a binding liability upon the Village of Fox Crossing.

POLICE DEPARTMENT RECORDS ONLY

Information requested (please be specific):

Name to be searched: _____
(First) (Middle Initial) (Last)

Date of birth: _____ Date of incident, if known: _____

Incident type: _____ Incident #, if known: _____

Do you wish a photocopy of all available information? Yes _____ No _____

If no, what in particular are you requesting? _____

If your request is denied, an explanation will be given as to why it was denied.

POLICE DEPARTMENT USE ONLY

Date Approved: _____ Date denied: _____

Incident # approved: _____ Incident # denied: _____

Signature of Person Approving/Denying Record Request

REASON FOR RECORD REQUEST DENIAL:

It is our department policy not to release reports containing juvenile information. Records relating to juveniles shall not be open to inspection or their contents disclosed, except under §48.396(1), §48.293(1), §48.293(2), §938.396(1), §938.396(1g), §938.396(1r), §938.293(1), and §938.293(2) or by order of the court.

NOTE: When record release is denied, you may, pursuant to Wisconsin Stats. §19.37(1)(a), bring an action for mandamus asking a court to order the release of the record.

Additionally, you may, pursuant to Wisconsin Stats. §19.37(1)(b)(m), request the Winnebago County District Attorney's Office to bring an action for mandamus asking a court to order the release of the record.

Some release of records will require approval by the custodian of records or designee. All records cannot be retrieved immediately. Your request will be given priority and you will be notified as soon as the records requested are available to you.